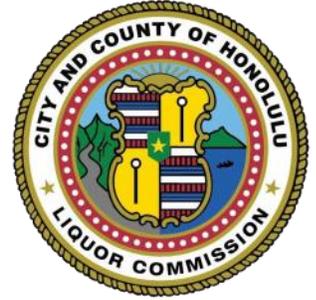


# LIQUOR NEWS

## Honolulu Liquor Commission

City & County of Honolulu • 711 Kapiolani Blvd., Suite 600 • Honolulu, HI 96813

Phone: (808)768-7300 • Fax: (808)768-7311 • [www.honolulu.gov/liq](http://www.honolulu.gov/liq)



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### IMPORTANT DATES

#### Holidays

Our office will be closed on:

**Monday, May 30, 2016**

(Memorial Day)

*\*Replacement server*

*training classes will be offered on*

*Thursday, June 2, 2016.*

**Friday, June 10, 2016**

(King Kamehameha Day)

#### Liquor License Renewal

**MAY 31** - **Deadline** to submit your liquor license renewal application, documents, and payment to have your new license mailed to you by June 15, 2016.

**JUNE 30** - **Deadline** to submit a signed renewal application and an annual fee payment for your liquor license to remain active.



### Administrator's Message

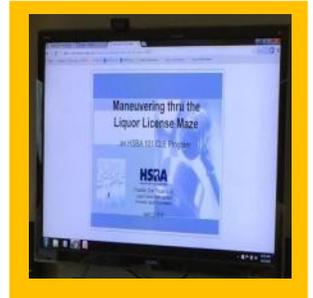
Franklin "Don" Pacarro Jr.

Aloha! On April 12, 2016, I had the privilege and honor to give a presentation on the Honolulu Liquor Commission's (HLC) licensing process at the Hawaii State Bar Association for Continuing Legal Education entitled, "*Maneuvering Thru the Liquor License Maze.*"

Assistant Administrator Anna Hirai also participated in the question and answer period, allowing attendants to take advantage of her 16 years of experience. In attendance were practicing attorneys, legal assistants, and consultants. The one hour presentation covered a brief overview of HLC's licensing process and a few tips for navigating the system and providing service to applicants and licensees.

Mahalo,

*Don Pacarro*



### Special Thanks

Thank you to all the licensees who were able to attend our last symposium in February. We encourage all licensees and their staff to attend future events. Mahalo to Mayor Kirk Caldwell for making an appearance and to our guest speakers who presented on knowledgeable topics.

## Employee Conduct

Frequent violations cited on licensed premises are employees not abiding by the Honolulu Liquor Commission rules. Below are some helpful reminders to avoid violations.

- Time cards are a requirement for all employees on duty. (Entertainers and kitchen staff who do not work in an area where liquor is sold, served, or consumed do not need a time card).
- Employees who need to be registered with the Liquor Commission need to have a Certificate of Registration readily available for inspection while on duty.
- Under no circumstances should employees be allowed to consume liquor while on duty.

**Licensees Shall be strictly accountable for the conduct of all employees on the licensed premises. §3-84-78.01(a)**

## Definition of an Employee



“An employee is any person who performs a service usually or normally done on or within a licensed premise, regardless of whether the individual is under contract or under commission, registered or not registered, compensated or not compensated.”

**§3-80-1.1**

## Gross Liquor Sales (GLS)

In addition to the renewal of your liquor license, please remember to file your annual Gross Liquor Sales (GLS) report by **Monday, August 1, 2016.**

### When can you start filing?

Gross Liquor Sales Reports can be filed beginning July 1, 2016. On-line filing of Gross Liquor Sales reports will not be available this year. However, PDF fillable forms will be posted on our website.

<http://www.honolulu.gov/liq/gls.html>

### Any Questions?

#### Contact Liquor Commission Auditing Team

Seng Vongphila: (808) 768-7321  
Akiko Reyes: (808) 768-7360

## Requirements for License Renewal

Listed below are the documents and requirements to renew your liquor license:

- FY17 Liquor License Renewal Application (completed, signed, and dated)
- Payment of annual fee in full
- Valid Certificate of Good Standing (COGS)
- Valid Tax Clearance forms from the State of Hawaii Department of Taxation (DOTAX) and IRS
- Certificate of Insurance (COI) with Liquor Liability Coverage
- No outstanding fines, fees, other charges, or financial reports due to the Honolulu Liquor Commission



*Your current liquor license will expire at 12 midnight on June 30, 2016.*

**\*To continue to purchase and/or sell liquor, your liquor license must be renewed, posted and displayed at the licensed premises on July 1, 2016.**

### Questions?

**Phone: (808)768-7323**

**Email: [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov)**

**Update** – Act 12 (HB 2422 HD1) became law on April 22, 2016. Act 12 allows publicly held entities to limit officer submissions to those designated as primary decision makers regarding the purchase and sale of liquor in Hawaii, thereby streamlining the application/transfer/renewal process for these types of entities. Act 12 also permits acceptance of Hawaii Compliance Express certificates to evidence Federal and State tax clearances and good standing. Please visit <http://www.capitol.hawaii.gov/session2016/bills/GM1112.PDF> to read more.

## Law & Rule Books

The latest version of the “Liquor Laws of Hawaii” and “Rules of the Honolulu Liquor Commission” books are available for purchase at our front counter for \$5 /set. Each licensed premise must have a current copy of these books available upon request from HLC Investigators or any customers.

